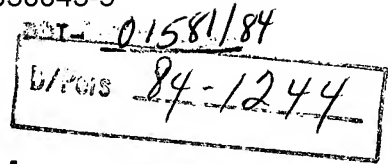


ADMINISTRATIVE - INTERNAL USE ONLY



8 MAR 1984



MEMORANDUM FOR: Director of Personnel

VIA : Director of Finance
Deputy Director for Intelligence

FROM : Clarus W. Rice
Director of Central Reference

SUBJECT : Proposal for Alternative Work Schedule

REFERENCE :

STAT

1. This memorandum proposes that a 5/4-9 alternative work schedule be implemented for the Near East/Africa/Asia Section, the Western Hemisphere - and the Fiscal & Correspondence Section of Acquisitions Branch in the Library Services Division, Office of Central Reference. The fourth Section of the Branch, the European/Soviet Section, has been operating effectively under the 5/4-9 work schedule since November 1983. A copy of my memorandum with your approval covering the European/Soviet Section's 5/4-9 schedule is attached.

STAT

2. For those employees in the remaining three sections who elect to participate in the 5/4-9 plan, workdays will be nine hours long, except for one day during each pay period which will be an eight-hour day. Days off will be staggered so that section operations are not adversely affected, and schedules will ensure that there is coverage between the hours of 0800 and 1630 each day.

3. Implementation of the 5/4-9 schedule will not adversely affect branch routine or productivity. Although all employees will not participate, the plan is favored by all branch members. The proposed schedule appears to be in accordance with Agency policies and regulations.

STAT



Attachment: a/s

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Proposal for Alternative Work Schedule

CONCUR:

Deputy Director for Intelligence

Date

/s/ Allen R. Elkins

15 MAR 1984

Director of Finance

Date

APPROVED:

Robert M. Elkins

MAR 29 1984

Director of Personnel

Date

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DI/OCR/SSG/LSD (27 February 1984)

STAT